

## Dean (9-12)

### Job Posting Information

**Name:** Dean (9-12)

**Location:** Lowell High School

### Overview:

#### PERFORMANCE RESPONSIBILITIES:

The Performance Responsibilities of the Dean at Lowell High School include, but are not limited to the following:

1. Assist the Head of School in the general administration of the school.
2. Monitor and support the academic achievement, behavior and attendance of the students assigned to him/her.
3. Supervise and evaluate members of the House Office team, including: Guidance Counselor, Clerk-Scheduler, House Clerk, and Administrative Intern.
4. Maintain a welcoming, efficient atmosphere in the House Office for visitors, staff, parents, students and others.
5. Provide general supervision of approximately 50 classroom teachers assigned to the House, and work with Department Chairs regarding supervision of staff.
6. Collaborate with department chairs in conferencing with teachers and/or observing classes to support the teacher evaluation process.
7. Supervise and serve as a formal contributing evaluator to sophomore cluster teachers assigned to the House, and others as directed by the Head of School.
8. Collect, manage and analyze data to assess and improve existing systems and practices related to student engagement, including attendance, discipline, tardiness, suspension and related matters with the goal of increasing proactive, preventive actions and reducing the demand for reactive, crisis responses.
9. Chair Teacher Assistance Team (TAT), Student Attendance, Intake, Withdrawal and other student support service meetings and ensure appropriate documentation and follow up.
10. Ensure appropriate communication with all school staff so that student case management is comprehensive and implementation of school and district policies, procedures and practices is effective and consistent.
11. Initiate and maintain effective communication with outside agencies to ensure student well-being and achievement.
12. Supervise assigned lunch periods and monitor and direct teachers on duty.
13. Maintain close contact with students and teachers through House, Class, Cluster and other meetings as well as walk through the school as part of the routine of the day.
14. Participate actively in administrative and other meetings as required by the Head of School and other designated administrators, and provide information and reports as needed and requested.
15. Work with staff at Lowell High School including resources officers and security staff regarding overall safety of students, including but not limited to lockdowns, fire drills and evacuations.
16. Perform such other tasks and assume such other responsibilities as the Head of School may from time-to-time assign.

### Qualification:

#### REQUIREMENTS:

1. A Master's Degree from an accredited college or university.
2. Licensure valid for service as a teacher in the Commonwealth of Massachusetts.

3. Licensure valid for service as a secondary principal/assistant principal or eligible for licensure as a secondary principal/assistant principal in the Commonwealth of Massachusetts.
4. At least five years successful teaching or related experience.

REPORTS TO: Head of School

EFFECTIVE DATE OF EMPLOYMENT:

TERMS OF EMPLOYMENT: As per LSAA contract

SALARY: As per LSAA contract

**Required Certificate(s):**

*(One or more are required to qualify for this position.)*

Principal/ Asst Princ 9-12

Principal (9-12)

**Additional/Optional Certificate(s):**

*(One or more are required to qualify for this position.)*